

## **Page one: Checklist**

**Page two: Application Form** (Drop off or mail to Village of Westville, 201 N. State St., Westville, IL 61883 with fee - checks payable to Village of Westville...questions 267-2507 Mon-Fri 7am-1pm)

FEES: New Commercial Structure \$100

New Home \$50

Additions, New Garage, Yard Barn, Enclosed Porch/Carport  
or erect inground/above-ground Pool \$25

Call before you dig: J U L I E 8-1-1

## **Building Permit Applicant Check-List**

- \_\_\_ Applicant fills out top section of permit
- \_\_\_ Project Description – Tell what is being built and what is the proposed size
- \_\_\_ Applicant includes sketch of current and future construction plans on back or separate page
- \_\_\_ Show setbacks from property lines and principle buildings on sketch.
- \_\_\_ Indicate exact lot size on sketch, if known.
- \_\_\_ Applicant needs to stake, paint on ground (or something similar) to show outline area of proposed construction

Please allow 5-7 business days for the processing of your permit

**Village of Westville**  
**Construction Permit Application**  
(Homes, Room Additions, Garages, Outbuildings, Pools)

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No.(s) \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Ph. \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**Date of J.U.L.I.E. Notification\*:** \_\_\_\_\_ **(800-892-0123)**

**JULIE 8-DIGIT DIG #** \_\_\_\_\_ (Permit not approved w/out dig #)

Will you be excavating on a Village street or right of way? \_\_\_\_\_YES\*\* \_\_\_\_\_NO

\*If yes, applicant must follow Chapter 33, Sec. 4 of the Code of Ordinances. The applicant also absolves the Village of Westville of any responsibility for the inaccuracy of lot lines they supply relevant to a project.

Applicant Signature: \_\_\_\_\_

**Notice to Applicant:** A sketch must be provided on the back of this application showing lot lines, setbacks, and project dimensions.

~~~~~ **FOR VILLAGE USE ONLY** ~~~~~

Inspection Date: \_\_\_\_\_ Lot Size \_\_\_\_\_

Lot Coverage (including project): \_\_\_\_\_

Application fee \_\_\_\_\_ Date Pd. \_\_\_\_\_ Check# \_\_\_\_\_ (or) Cash \_\_\_\_\_

Signature : Public Works Dept. \_\_\_\_\_

**COPY**

(1) Permanent Zoning File - Village Clerk

(2) Annual Business "Building Permits" File - Village Clerk

(3) Georgetown Township